

S: 29 SEP 2001

S: 11 OCT 2001

CERM-BF (405)

26 SEP 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: GSA Rent Bills for September FY2001

1. This letter provides payment instructions for the General Services Administration (GSA) rent bills for the month of September FY2001. The bills are posted in the Rental Facilities Management Information System (RFMIS).

Instructions for retrieving your GSA rent bills are at the HQUSACE, Resource Management Website under Program and Budget Business and at the Real Estate Website under the online documentation menu option. The addresses are:

<http://www.usace.army.mil/inet/functions/rm/budget/budget.htm> and <http://rfmis-coe.usace.army.mil:9020>.

2. Record the amounts to be paid for USACE space assignments with civil and OMA funds in whole dollars on the summary lists that are generated by executing data query GSASUM in RFMIS. Also, use the summary lists to indicate the appropriate amounts to pay for assignments with other bureau codes and identify discrepancies in the amounts billed. Submit a cover letter to CERM-BF by 29 September 2001 with payment information that includes the summary lists and statement: "The attached list of rental billings is correct and proper for payment according to procedures established in the Federal Property Management Regulation. We have submitted the appropriate forms to GSA to document discrepancies."

3. Notify the GSA Regional Office in writing regarding any errors in space assignments and related rent. If your bills have a charge that should not be paid, complete GSA Form 2992 for the disputed amount and forward a copy of the completed form with your payment information. Obtain a control number for non-payment documents from Elsa De Young, GSA Office of

Finance, telephone number 817-978-3022.

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4. The USACE Finance Center (UFC) is responsible for collecting civil and military funds and making payments for GSA rent. Send the attached form memo with the civil payment amount to UFC via email or fax by 11 October 2001. Ensure that the obligation number has been submitted to the UFC in accordance with CEFC-R memorandum dated 6 September 2000. The UFC has requested that USACE sites establish an in-house Government Order obligation with one line item on their databases for the civil portion of their bills. Once CERM-BF has notified the UFC of the civil and OMA payment amounts, the UFC will record a Miscellaneous Debt Bill (DA Form 1857) for the civil portion and process this bill for payment. Please use attention lines to facilitate timely processing of your payment information. The UFC address is: Director, USACE Finance Center, ATTN: CEFC-RM/ Eileen Gildea, 5722 Integrity Drive, Millington, TN 38054-5005.

5. The points of contact are Chuck Anderson, CERM-BF, telephone number, 202-761-4829, facsimile 202-761-1833 and Eileen Gildea, CEFC-RM, telephone number 901-874-8406, facsimile 901-874-8561. The telephone number for the RFMIS hotline is 256-722-1303.

6. This memorandum has been coordinated with the Directorate of Logistics and the Directorate of Real Estate.

FOR THE COMMANDER:

Encl

/s/
STEPHEN COAKLEY
Director of Resource Management

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CERM-BF

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Resource Management Officers

Director, USACE Finance Center (CEFC-RM)